

**REQUEST FOR EXPRESSIONS OF INTEREST
FOR A JUNIOR CONSULTANT – INTERNAL AUDIT
AFRICAN DEVELOPMENT BANK**

(www.afdb.org)

Headquarters – Abidjan (Côte D’Ivoire)

Office of the Auditor General

5 Avenue Joseph Anoma

01 B.P. 1387, Abidjan 01

Côte d’Ivoire

E-mail: m.ba@afdb.org

Title of the assignment: JUNIOR CONSULTANT – INTERNAL AUDIT

Brief description of the Assignment: To support the Office of the Auditor General in the delivery of its work programme.

Department issuing the request: Office of the Auditor General

Place of assignment: Abidjan

Duration of the assignment: Six (6) months renewable once

Tentative Date of commencement: November / December 2018

Deadline for applications: Friday 9th November 2018

Language: English or French

Expressions of interest (resume and cover letter) must be delivered by email to the address below, and mention “EOI - Junior Consultant Position”

Mr. Mouhamed BA

Manager, Corporate and Finance Audit (PAGL.1)

African Development Bank

Rue Joseph Anoma, Plateau

01 BP 1387, Abidjan 01, Côte d’Ivoire

M.BA@AFDB.ORG

(Copy to [ISHOLA.ADEBAYO <A.ISHOLA@AFDB.ORG>](mailto:ISHOLA.ADEBAYO@AFDB.ORG))

Any questions or request for clarifications may be sent, during the Bank’s working hours (08h00-17h00 Abidjan time), to the same address above

Please attach an updated Curriculum vitae on the basis of the template attached in Appendix I.

TERMS OF REFERENCE

JUNIOR CONSULTANT INTERNAL AUDIT

1. BACKGROUND

Established in 1964, the African Development Bank (AfDB) is the premier pan-African development institution, promoting economic growth and social progress across the continent. There are 80 member states, including 54 in Africa (Regional Member Countries). The Bank's development agenda is delivering the financial and technical support for transformative projects that will significantly reduce poverty through inclusive and sustainable economic growth. In order to sharply focus the objectives of the Ten Year Strategy (2013 – 2022) and ensure greater developmental impact, five major areas (High 5s), all of which will accelerate our delivery for Africa, have been identified for scaling up, namely; energy, agro-business, industrialization, integration and improving the quality of life for the people of Africa.

THE COMPLEX:

The President plans, supervises and manages the business of the Bank Group. Under the direction of the Boards of Directors, the President conducts the business of the Bank and the African Development Fund and manages operations and activities in accordance with the Agreements establishing the African Development Bank and the African Development Fund. The President supervises several Departments and Units including: Office of the President; Independent Development Evaluation Department; Integrity and Anti-Corruption Department; Compliance Review and Mediation Unit; Secretariat to the Sanctions Appeals Board; Administrative Tribunal; Office of the Auditor General; Group Risk Management Directorate; General Counsel and Legal Services Department; Communication and External Relations Department; Staff Integrity and Ethics Office and Office of the Secretary General & General Secretariat.

THE HIRING DEPARTMENT:

The Office of the Auditor General (PAGL) provides independent, objective assurance and consulting services designed to add value and improve the Bank's operations. It also assists the Bank to accomplish its strategic objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The Office of the Auditor General is responsible for planning, organizing, directing and controlling a broad, comprehensive program of auditing and consulting/advisory services both internally and externally including, without limitation, all projects and programs of the Bank group.

2. OBJECTIVE OF ASSIGNMENT

The main objective of the assignment is to assist PAGL in delivering its annual work programme. The Junior Consultant will participate in audits covering a broad range of activities in the corporate (administrative), finance and operations (projects) areas.

3. SCOPE OF SERVICES

Under the direct supervision and guidance of the Auditors-in-Charge, the Junior Consultant will perform the following:

- Review general documentation, policies, directives and guidelines of the activity to be audited; preparing flow chart and internal control questionnaires, preparing audit programmes and the audit planning memorandum.
- Carry out audit tests and provide assistance in obtaining, analyzing and appraising data as a basis for an informed, objective opinion on the activity being audited.
- Review and analyze documentation, hold working sessions, gather appropriate evidence about the function/activity under review.
- Prepare or contribute to the preparation of audit reports by drafting audit findings and recommendations for the supervising auditor review and discuss them with auditees.
- Maintain Audit Working Paper Files in accordance with internal audit rules, standard and guideline.
- Analyze auditees' action plans to audit findings and recommendations and prepare draft final audit reports for review and approval before issuance to the President and the Boards.
- Undertake other ad hoc assignments as may be requested from time to time.

4. DELIVERABLES

In addition to the above, the deliverables expected from the Junior Consultant include but not limited to the following: (a) Delivery of planning documents (e.g. Business process flow, Risk Control Matrix, audit programme and Audit Planning Memorandum) in a timely manner and expected quality, (b) Preparation of audit reports in accordance with internal audit standards, and (c) Documentation of audit work papers as directed by the Supervisor.

5. ACCOUNTABILITY & REPORTING

The Junior Consultant will be housed in the Office of the Auditor General and will report to the Chief Internal Auditor.

6. DURATION

The assignment shall preferably start in **November 2018** for initial period of Six (6) months, renewable once and subject to satisfactory performance.

7. ELIGIBILITY

- Hold a minimum of a Master's degree or its equivalent in Audit, Finance, Accounting, and Business Administration.
- Be a national of one of the member countries of the Bank;
- Minimum of two (2) years and a maximum of four (4) years of relevant experience;
- Be under 32 years of age;
- Competent in the use of Bank standard software (Word, Excel, Access, PowerPoint, and web tools);
- Fluent in French or English, with preferably a working knowledge of the other language

- General Knowledge and Skill in applying internal auditing and accounting principles and practices, and risk management principles and preferred business practices including COSO.
- General Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors.
- General Knowledge of Management information systems terminology, concepts and practices.

8. REMUNERATION

The remuneration will be an all-inclusive fee to be negotiated prior to contract signature, and in compliance with the Bank's established Junior Consultant remuneration scale considering requisite qualifications and experience.

9. ESTABLISHMENT OF THE SHORT LIST

The proposals will be evaluated on the following criteria on the basis of the updated resume.

1.	General qualifications and Suitability for the task to be performed	40%
2.	Experience in the specific assignment described in the Terms of Reference (TOR)	40%
3.	Experience with the Bank or other international donors	10%
4.	Language proficiency	05%
5.	Knowledge of the Region (Country)	05%
Total		100 points

10. Only Consultant scoring a mark of 70 points or more shall be considered for the assignment. Consultants shall be ranked and the first on the list will be selected for the assignment given that his/her fee rate is within the budget.

APPENDIX I: MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.° employed in the African Development Bank?			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organisation Unit	Place of Assignment

Language Level	Read	Written	Spoken
English	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
French	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Other (specify)	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

Key Qualifications:

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilise one half-page maximum.

Education (University Level and above only):

Name of University - City - Country	Period		Diploma Obtained	Main Topic / Major
	From	To		

Professional Training:

Name of Training Institution- City - Country	Type of Training	Period		Certificates or Diploma Obtained
		From	From	

Employment Record:

Begin with your most recent employment. For each job since your Master Degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer

- Title / Function
- Place of Employment
- Brief Description (three lines maximum) of main accomplishments and responsibilities

Reference:

Please indicate the name and address of three persons with no family relationship with yourself, familiar with your character and titles.

I hereby certify that the responses which I provided above are all, to the best of my knowledge, true, complete and accurate. I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the African Development Bank might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Bank. The African Development Bank may verify any statements which I made in this application.

Date: _____

Signature: